

STATE OF MONTANA JOB VACANCY
AN EQUAL OPPORTUNITY EMPLOYER
DEPARTMENT OF REVENUE
"External Recruitment"

Position Title:	Division Administrator
Position Number:	58101030
Division:	Tax Policy and Research (TPR)
Pay Band/Salary Range:	8/ \$69,000 - \$75,022 per year DOQ
Type of Employment:	Permanent/Full-time
Location:	Helena
Union:	No
Application Materials Required:	State Application, Letter of Interest, Resume & References
Hiring Supervisor:	Dan Bucks, Director
Closing Date:	Open until filled, (updated) review August 1, 2006.

Special Information: The successful applicant will be required to join the "Voluntary Employees' Beneficiary Association" (VEBA). The Montana VEBA HRA is a pre-retirement and post-retirement health reimbursement plan.

Working Conditions:

The demands of this position routinely include meeting critical deadlines and managing a heavy workload. Work hours may exceed 40 hours per week at times. Considerable mental stress and pressure due to workload, deadlines, time constraints, significance of decisions made, and challenging nature of contacts with taxpayers, elected officials, and coordination of all functions of the division. Must be able to supervise numerous projects at one time and determine priorities on a daily basis.

Role Summary and Duties: All Department administrators work in conjunction with the department director to develop and implement long-term strategic goals and objectives to ensure effective operation of the agency. Responsibilities are to ensure that key operational measures of the division are consistent and recommend overall operational policies for the organization as it pertains to their area of expertise. This position functions as the manager of the Office of Tax Policy and Research (TPR) within the Montana Department of Revenue. Primary responsibilities include:

- oversight and supervision of a team of highly skilled and highly specialized staff, generally comprised of economists and statisticians;
- providing leadership and direction to the Tax Policy and Research office by hiring office staff as needed, establishing work priorities, delegating work assignments and responsibilities, establishing project timeframes and work deadlines, mentoring office staff, and fostering a culture of professional development and growth by developing an ongoing program of educational and training opportunities;
- working directly with the Department Director, other members of the Administration, the Montana Legislature, and local governments and other external stakeholder groups to advise on, develop and implement tax policy for the State of Montana and its political subdivisions;
- working with the Department's leadership team to develop policies and practices related to department operations, develop the department's legislative proposals, develop the department's strategic operating plan, and oversee the compilation and publication of the department's Biennial Report;
- overseeing the process surrounding and the preparation of all fiscal notes related to introduced legislation that affects revenues collected by, or the administration of, the department;
- represents the department and provides testimony relating to tax initiatives and tax policy proposals during hearings and meetings of the Montana Legislature, during legislative sessions and the interim between sessions;

- representing the department at a variety of governmental, private industry, advocacy group, and tax organizations meetings and conferences;
- developing a working knowledge of all the various types of taxes currently in effect, and the databases, econometric and other models, processes, and procedures used by staff to estimate the impacts of tax policy proposals, and administer the implementation of tax law;
- conducting operations research, measuring administrative performance and recommending measures to improving the department's productivity and effectiveness;
- participate as a member of the department's Executive Leadership Team.

For additional information about the department, visit our website at www.discoveringmontana.com/revenue/.

Competencies: The following competencies are typically required for the holder of this position to be successful: the ability to supervise and manage a small group of technical professionals, including the ability to: recognize and correct shortcomings in expected performance; address and resolve interpersonal conflicts; provide mentoring and other educational opportunities for staff; organize work loads and work plans; and allocate staff resources in a manner that most effectively and efficiently achieves the established goals and objectives of the TPR office.

A sound understanding of general principles of economics and taxation, including: a working knowledge of the Montana tax structure; the relationship between taxes and economic development; the interrelationships between federal, state, and local government systems of taxation; the guiding principles of taxation (equity, simplicity, etc.); a sound understanding of general tax concepts including progressivity and regressivity, tax burden v. tax incidence, etc.; the essential elements underlying income, property and sales taxation; and a broad familiarity with the Montana laws (Title 15, MCA) and constitutional provisions relating to taxation; The ability to communicate effectively and persuasively verbally and in writing; a comprehensive understanding of Montana's legislative process.

The ability to relate to and work cooperatively with other principals involved in the legislation and administration of the state's tax laws, including members of the Governor's Budget Office, members of the Legislative Fiscal and Legislative Services Divisions, members of the League of Cities and Towns and the Montana Association of Counties, the Montana Taxpayers Association, staff in other administrative departments throughout state government, and the business community.

Working knowledge of the methods, models, databases, programming software and other means used by staff to develop estimates of the impacts of various tax policy proposals, fiscal notes, and other administrative and tax law implementation projects required of the office. Fluency in the use of spreadsheet and word processing software typically used in office settings (Excel, Word, PowerPoint, etc.).

Education and Experience: The above competencies are typically acquired through education and experience equivalent to a master's degree in public administration, economics, statistics, or a closely-related field of study. In addition, candidates for this position should have a minimum of 3-5 years of experience in supervising a small, team-oriented group of highly training and skilled professionals. Three years of senior level management experience in the field of taxation is preferred. A broad-based working knowledge of the Montana tax structure and the legislative process are required for this position. Other combinations of education and experience will be evaluated on an individual basis.

Application Deadline: All application materials must be received by 5:00 PM on the closing date. Application materials may be sent directly to:

Human Resources
Department of Revenue
PO Box 1712
Helena, MT 59604

Applications submitted to a Job Service Office must be date stamped by the closing date. If you choose to fax your application, you will need to call to verify all pages are legible. **Late, unsigned or incomplete**

applications will not be considered. This job announcement and the Montana State application form can be found on the Internet at <http://mt.gov/statejobs/statejobs.asp>. Phone: (406) 444-2972 / (406) 444-9831 Fax: (406) 444-6998.

Accommodations: The State of Montana makes reasonable accommodations for any known disability that may interfere with an applicant's ability to compete in the recruitment and selection process or an employee's ability to perform the essential duties of the job. For the state to consider any such accommodation, the applicant must make known any needed accommodation. (Telecommunications Device for the Deaf – TDD 406-444-2830)

Application and Selection Process: Possession of required competencies *may* be measured through an evaluation of *some or all* of the following: education and experience, the Montana state application form and application supplement, a structured oral interview, resume, performance test, written examination, and previous performance appraisals and/or reference checks. The applicants who appear to best meet the qualifications for this position may be selected for a structured interview. If applicants for this position do not meet the minimum qualifications, a training assignment may be considered.

Application materials required for this position are:

1. **A completed State of Montana Application. State of Montana application forms are now available on the Internet at <http://mt.gov/statejobs/statejobs.asp>.**
2. **Letter of interest.**
3. **Resume.**
4. **References. Include with your resume the complete contact information for three professional references.**
5. Applicants claiming the Veteran's or Handicapped Person's Employment Preference (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials by the closing date. The required documentation includes a DD-214 or PHHS Certification of Disability form.

Failure to submit completed application materials will result in the application being rejected. Late applications will also be rejected. Please note: unsolicited information/materials submitted as part of an application will not be passed on to the hiring authority.

Additional Application and Selection Process:

Background Examination: Applicants for this position will be subject to a criminal background review before being considered for employment. Individual circumstances involving a criminal conviction will be reviewed to determine an applicant's eligibility for employment.

Compliance with all appropriate Montana tax laws. Specifically, your tax filings must be current and arrangements made to pay any outstanding tax liabilities before any offer of employment can be made.

New Employee Probation Status: For employees new to state government, final confirmation will be made following a six-month performance appraisal/probationary employment period.

Immigration Reform Control Act. In compliance with the immigration Reform Control Act, Public Law 99-603, the successful applicant will be required to provide documentation showing lawful authorization to work in the United States within three days of hire.

Montana Compliance with Military Selective Service Act. In accordance with the Montana Compliance with Military Selective Service Act, the person selected for state employment must produce documentation showing compliance with the Federal Military Selective Service Act. Examples of this documentation include a registration card issued by Selective Service, a letter from Selective Service showing a person was not required to register, or information showing by a preponderance of evidence that a person's failure to register with Selective Service was not done knowingly or willfully.